



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
REAL PROPERTY ADMINISTRATION
WILLIAM R. SNODGRASS TENNESSEE TOWER
22ND FLOOR, 312 EIGHTH AVENUE NORTH
NASHVILLE, TENNESSEE 37243
(615) 741-2315
FAX (615) 253-5671

DAVE GOETZ
COMMISSIONER

CHARLES GARRETT
ASSISTANT COMMISSIONER

TO ALL PROPOSERS

In accordance with Tennessee Code Annotated 12-2-114, the State of Tennessee is seeking proposals for lease space in Union City, Tennessee, for the **Board of Probation & Parole**.

Proposers should pay attention to Section I paragraphs #7 (Utility Costs), #8 (Janitorial Services), and #13 (Automatic Deposits). The State prefers to provide its own janitorial services (except in multi-tenant buildings) and if the utilities are not included in the proposed base rental, an exception must be made on page 25 of the Lease Proposal Quotation Form.

Please note that the proposed space must conform to the Summary of Lease Requirements contained in the proposal package or an exception must be made on Page 25, Paragraph 4(b) in the proposal package

Proposers should complete Lease Proposal Quotation Form, pages 24 through 32 in original and return along with required proposal security deposit, floor plans, photos, etc. Proposals must be received before **2:00 PM, Central Time, September 10, 2008**. Proposals received by Real Property Administration after the proposal opening date and time will not be considered. Proposals will be publicly opened at 312 Rosa L. Parks Avenue, William R. Snodgrass, Tennessee Tower, **Conference Center North, The Robertson Room** on the 3rd Floor.

Attached is Proposal Package No. 0802912-PP66. If you have any questions, please feel free to contact me at 615/741-7470.

Sincerely,

Angie Lotspiech
Real Property Administration

Enclosure

STATE OF TENNESSEE
Department of Finance and Administration
Division of Real Property Administration

INVITATION FOR LEASE PROPOSALS
NO. 0802912-PP66

The State of Tennessee has need for office space and hereby invites proposals for lease in accordance with the requirements and conditions contained in this Invitation.

Proposals will be received at:

Real Property Administration
William R. Snodgrass Tennessee Tower
22nd Floor - 312 Rosa L. Parks Avenue
Nashville, TN 37243-1102

until **2:00 PM on September 10, 2008** at which time and place all proposals received will be publicly opened at 312 Rosa L. Parks Avenue in the Conference Center North, **The Robertson Room on the 3rd Floor**. Proposals received by Real Property Administration after the proposal opening date and time will not be considered.

The requirements of the desired lease are as follows:

1. LOCATION:

Within County and within the following area:

Within the city limits of Union City, Tennessee

2. AMOUNT OF NET USABLE SPACE:

(See Section IV, Item 3 of *Information for Proposers*)

No less than 1,200 and no more than 1,500 square feet of contiguous net usable office and related space to be located on one-level ground floor with free paved parking.

3. TERM: **Five (5) Years or Ten (10) Years**

4. PREFERRED SPACE ARRANGEMENT:

Hardwall and open office. See the attachment - "Summary of Lease Requirement Sheet." You may also preview specific requirements at:

<http://www.state.tn.us/finance/rpa/aboutus.html> by clicking on "Request for Lease Proposals" and referencing the proposal number above.

(See Section III, Item 3 of *Information for Proposers*)

5. PARKING:

A minimum of **15** available parking spaces.

(See Section II, Item 17 of *Information for Proposers*)

6. OTHER REQUIREMENTS:

Personnel: 4

This *Invitation*, along with the attached *Information for Proposers* constitute the PROPOSAL PACKAGE and all proposals should be submitted in accordance with all requirements of the PROPOSAL PACKAGE to insure that the lease proposal can be adequately evaluated. The State reserves the right to waive any informalities or to reject any or all lease proposals.

ADVERTISEMENT

NO. 0802912-PP66

THE STATE OF TENNESSEE DESIRES TO LEASE SPACE IN OBION COUNTY

LOCATION: Within the city limits of Union City, Tennessee

AMOUNT: No less than 1,200 and no more than 1,500 square feet of contiguous net usable office and related space to be located on one-level ground floor with free paved parking.

TERM: Five (5) Years or Ten (10) Years

PROPOSAL
OPENING: Proposals will be opened on September 10, 2008 at 2:00 PM, Central Time in the **Conference Center North, The Robertson Room.**

OWNERS
& AGENTS: Proposals received by Real Property Administration after the proposal opening date and time will not be considered. If you desire to submit a proposal for consideration, please contact this office for specific proposal information by **September 5, 2008**. Representatives of Real Property Administration will evaluate conforming proposals after the opening.

You may also preview specific requirements at:
<http://www.state.tn.us/finance/rpa/aboutus.html>
by clicking on "Request for Lease Proposals" and referencing the proposal number above.

CONTACT: Angie Lotspiech
Real Property Administration
William R. Snodgrass Tennessee Tower
22nd Floor, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1102
Phone: 615/741-7470

Summary of Lease Requirements

	<u>Requirement</u>																				
Location of Property	Within the city limits of Union City, TN																				
Type of Space	Contiguous, office space for a total of 4 employees																				
Usable Square Feet	Between 1,200 sq. ft. and 1,500 sq. ft. of <u>usable</u> space, not including restrooms, any mechanical rooms, janitor closets, or vestibules.																				
Lease Options	The lessor may submit multiple proposals based on any of the following options: 5 or 10 year term Termination options – as shown on pages 24 & 25 of <i>Information for Proposers</i> The proposer is encouraged to include a purchase option																				
Open Office Staff Cubicles (Provided by the State)	3, plus other related areas For electrical supply to cubicles see Page 9 of Information for Proposers																				
Additional Rentable Space	ADA compliant male and female restrooms. Other building support space such as mechanical/ electrical rooms, janitor closet, and vestibule. Estimated minimum <u>rentable</u> area sq. ft. 1,500																				
Parking	Paved and striped parking for a minimum of 15 vehicles																				
Hard-Wall Rooms (Provided by the Lessor)	<table><tr><th><u>Room</u></th><th><u>Quantitiy</u></th><th><u>Approximate Usable Sq. Ft.</u></th><th><u>Notes</u></th></tr><tr><td>Office</td><td>1</td><td>120</td><td></td></tr><tr><td>Conference Room</td><td>1</td><td>100</td><td></td></tr><tr><td>Drug Testing Room</td><td>1</td><td>100</td><td></td></tr><tr><td>Storage Room</td><td>1</td><td>80</td><td>With sink, base cabinets & toilet</td></tr></table>	<u>Room</u>	<u>Quantitiy</u>	<u>Approximate Usable Sq. Ft.</u>	<u>Notes</u>	Office	1	120		Conference Room	1	100		Drug Testing Room	1	100		Storage Room	1	80	With sink, base cabinets & toilet
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Office	1	120																			
Conference Room	1	100																			
Drug Testing Room	1	100																			
Storage Room	1	80	With sink, base cabinets & toilet																		

SECTION 01411
REGULATORY REQUIREMENTS

PART 1 – GENERAL

1.01 CODES AND REGULATIONS

A. The Regulatory Requirements used for State Building Commission projects are listed below as a convenience and may not be inclusive of all that apply. Others may also apply. Comply with all pertinent codes, standards, regulations and laws.

	DOCUMENT	SOURCE	PHONE
1.	1999 Standard Building Code 1997 Standard Plumbing Code 1999 Standard Gas Code 1997 Standard Mechanical Code	Southern Building Code Congress International, Inc. 900 Montclair Road Birmingham, AL 35213	(205) 591-1853
2.	2000 NFPA 101- Life Safety Code	National fire Protection Association Customer Service and Sales 11 Tracy Drive Avon, MA 02322	(800) 344-3555
3.	1999 NFPA 70- National Electrical Code		
4.	1996 American National Safety Code (elevators, etc.) ANSI A17-1	American National Standards Institute 345 East 47 th Street New York, NY 10017	(800) 843-2763
5.	1996 Tennessee Elevator Code And its Supplements	TN Dept. of Labor Division of Boiler & Elevator Inspection 3 rd Floor Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243	(615) 741-2123
6.	1997 Edition of Boiler and Unfired Pressure Vessel Inspection Law, Rules, and Regulations.		
7.	1995 CABO Model Energy Code	Int'l Conference of Building Officials 1704 East 123 rd Terrace Olathe, Kansas 66061-5874	(800) 284-4406
8.	ASHRAE Std 90.1-1999 Energy Standards for Buildings except Low – Rise Residential Buildings ASHRAE Std 90.2-1993 Energy – Efficient Design of New Low - Rise Residential Buildings	ASHRAE 1791 Tullie Circle NE Atlanta, GA 30329	(800) 527-4723
9.	ASHRAE Std 62-1999 Ventilation for Acceptable Indoor Air		
10.	Rules of TN Dept. of Commerce & Insurance Ch 0780-2-1, Electrical Installations Ch 0780-2-2, Codes and Standards Ch 0780-2-3, Plans and Specs Review Ch 0780-2-18, Equitable Restrooms	TN Dept. of Commerce and Insurance Div. Of Fire Prevention & Plans Review 3 rd Floor Davy Crockett Tower 500 James Robertson Parkway Nashville, TN 37243-1162	(615) 741-7190
11.	ANSI/ ICC A117.1 – 1998 “Accessible and Usable Buildings And Facilities”; or , North Carolina State Building Code Volume 1-C, 1991 w/ 1996 revisions “Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped.”	<i>NC code also available from</i> NC Dept. of Insurance P.O. Box 26387 Raleigh, NC 27611	(919) 733-3901
12.	Uniform Federal Accessibility Standards (UFAS), Fed-Std-795, April 1, 1988	ATBCB ATTN: OCE Suite 1000 @ 1331 F Street NW Washington, DC 20004	(202) 272-5434 (800) 872-2253

END OF SECTION

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